

**WASHTENAW COMMUNITY COLLEGE
COURSE-SYLLABUS APPROVAL FORM (CSAF)**

CJT 225

For help screens, select a field and press F1

SECTION I. SUBMISSION INFORMATION

| | | | |
|---|--|---|--|
| 1. Course: (Enter proposed discipline, number & title here.) Discipline/No: <u>CJT 225</u> Title: <u>Seminar In Criminal Justice</u> Start Term <u>200309</u> Banner allows only 29 characters and spaces, for the title. Longer titles will have to be abbreviated. | | | |
| Division Code: _____ Department Code: _____ Org #: _____ Don't publish: <input type="checkbox"/> in College Catalog <input type="checkbox"/> in Time Schedule <input type="checkbox"/> on Web Page | | | |
| 2. Type of Approval: (applies to both new courses and changes) <input checked="" type="checkbox"/> Full Approval <input type="checkbox"/> Conditional Approval <hr/> <input type="checkbox"/> This proposal previously received conditional approval for the term: _____ | 3. Reason for Submission: This Course is being submitted for: (check all that apply) <input type="checkbox"/> New Course Approval (Skip 4 and go directly to 5.) <input checked="" type="checkbox"/> Five-year Syllabus Review <input checked="" type="checkbox"/> No changes to course (Submit complete syllabus) <input type="checkbox"/> Major Change(s) (Submit complete syllabus) <input type="checkbox"/> Minor Change(s)* (For fully approved courses, submit revised sections only.) <input type="checkbox"/> Reactivation of Inactive Course <input type="checkbox"/> Inactivation (Submit this page only.) *If requesting a change to a course that has conditional approval, please submit a complete syllabus. | | |
| 4. Change Information: (Check all that apply. Make proposed changes in Section III, Course Syllabus.) <table border="0" style="width:100%;"> <tr> <td style="width:50%; vertical-align: top;"> Minor Changes <input type="checkbox"/> Course Discipline/Number (was _____) <input type="checkbox"/> Course Title (was _____) <input type="checkbox"/> Course Description <input type="checkbox"/> Class Capacity (was: _____) <input type="checkbox"/> Pre or Co-requisites <input type="checkbox"/> Course Objectives (minor changes) <input type="checkbox"/> Distribution of Contact Hours (contact hours were: lect: _____ lab _____ clin _____ other _____) <input type="checkbox"/> Other </td> <td style="width:50%; vertical-align: top;"> Major Changes (will be reviewed by Curriculum Committee.) <input type="checkbox"/> Credit hours (credits were: _____) <input type="checkbox"/> Change in Grading Method <input type="checkbox"/> Total Contact Hours (total contact hours were: _____) <input type="checkbox"/> Approval for offering an Honors Section (Attach Approval Form.) <input type="checkbox"/> Approval for offering Distance Learning Sections (Attach Distance Learning Approval Form) <input type="checkbox"/> General Education Distribution Course: Add <input type="checkbox"/> Remove <input type="checkbox"/> (Attach General Education Course Approval Form) <input type="checkbox"/> Pre or Co-requisites (that affect other departments) </td> </tr> </table> | | Minor Changes <input type="checkbox"/> Course Discipline/Number (was _____) <input type="checkbox"/> Course Title (was _____) <input type="checkbox"/> Course Description <input type="checkbox"/> Class Capacity (was: _____) <input type="checkbox"/> Pre or Co-requisites <input type="checkbox"/> Course Objectives (minor changes) <input type="checkbox"/> Distribution of Contact Hours (contact hours were: lect: _____ lab _____ clin _____ other _____) <input type="checkbox"/> Other | Major Changes (will be reviewed by Curriculum Committee.) <input type="checkbox"/> Credit hours (credits were: _____) <input type="checkbox"/> Change in Grading Method <input type="checkbox"/> Total Contact Hours (total contact hours were: _____) <input type="checkbox"/> Approval for offering an Honors Section (Attach Approval Form.) <input type="checkbox"/> Approval for offering Distance Learning Sections (Attach Distance Learning Approval Form) <input type="checkbox"/> General Education Distribution Course: Add <input type="checkbox"/> Remove <input type="checkbox"/> (Attach General Education Course Approval Form) <input type="checkbox"/> Pre or Co-requisites (that affect other departments) |
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| 5. Rationale: (for new course or course change) Changes are are being made in response to data from Assessment: yes <input type="checkbox"/> no <input type="checkbox"/> | | | |

SECTION II. SIGNATURES

| | |
|---|--|
| 1. Department Review (To be completed by department chair) Will any new resources be required? No, none anticipated <input checked="" type="checkbox"/> Yes <input type="checkbox"/> (If yes, attach list with projected costs) You must consult all departments that may be affected by this course. List departments contacted below and attach relevant documents. <hr/> Does the department support approval of this course? <input type="checkbox"/> yes <input type="checkbox"/> no (if no, initial and return to preparer with rationale.) Print: <u>Henry Townsend</u> Faculty/Preparer Signature: <u>Henry G. Townsend</u> Date: <u>12-12-02</u> Print: <u>Ruth Walsh</u> Department Chair Signature: <u>Ruth Walsh</u> Date: <u>12-2-02</u> | |
| 2. Division Review (To be completed by division dean; if recommendation is no, initial and return to department with rationale.) Is this a curricular priority for your division? <input checked="" type="checkbox"/> yes <input type="checkbox"/> no (Comment _____) What is the estimated enrollment? _____ Recommendation <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <u>M. Shaw</u> Dean's Signature Date: <u>3/13/03</u> | |
| 3. Curriculum Committee Review (Attach additional comments if necessary and forward to Executive Vice President.) Recommendation <input type="checkbox"/> Yes <input type="checkbox"/> No _____ Curriculum Committee Chair's Signature Date: _____ | |
| 4. Vice President for Instruction and Student Services Approval (Attach additional comments if necessary.) Approval <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <u>Roger M. Parker</u> Executive Vice President's Signature Date: <u>3/17/03</u> | |
| ACS Code: _____ Entered on Banner: _____ Entered in Access: _____ Log File: _____ Approved for General Education Area/Group: _____ Syllabus Date: <u>200301</u> | |

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SECTION III. COURSE SYLLABUS

A. COURSE DETAILS (Start with #1.)

Discipline & No.: CJT 225 Title: Seminare In Criminal Justice

Course and title will automatically appear above upon saving or previewing

1. Description: (Please be brief. Explain acronyms if used.)

| | | | |
|--|--|---|--|
| 2. Credit Hours: <u>3.0</u> If Variable credit, Give Range: _____ to _____ credits If repeatable for credit, how many times _____ | 3. Contact Hours per Semester: Lecture: _____ Lab: _____ Clinical: _____ Other: _____ Total Contact Hours: <u>45</u> | 4. Class Capacity: <u>15</u> (If nonstandard, attach Class Capacity Exception form.) | 5. Course Options: <input type="checkbox"/> Distance learning (Attach DL Form) <input type="checkbox"/> Honors (Attach Honors Addendum.) <input type="checkbox"/> P/NP Grading |
|--|--|---|--|

| 6. Prerequisite(s) and/or "((" | Course | Min Grade | *Concurrent Enrollment | Test Name | Min. Score | **Level ")" | I | II | Other Prerequisites |
|-----------------------------------|--------|--------------|---------------------------|-----------|---------------|----------------|--------------------------|--------------------------|---------------------|
| <input type="checkbox"/> | _____ | _____ | <input type="checkbox"/> | _____ | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ | _____ | <input type="checkbox"/> | _____ | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ | _____ | <input type="checkbox"/> | _____ | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ | _____ | <input type="checkbox"/> | _____ | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ | _____ | <input type="checkbox"/> | _____ | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ | _____ | <input type="checkbox"/> | _____ | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ | _____ | <input type="checkbox"/> | _____ | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ | _____ | <input type="checkbox"/> | _____ | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

Consent Required

* Can take prerequisite before or concurrently with this course.
 **Level I is enforced in Banner; Level II is enforced by instructor on 1st day of class.

| | | | |
|---|--|---|---|
| 8. Course Purpose: <input checked="" type="checkbox"/> Program Requirement <input type="checkbox"/> General Education <input type="checkbox"/> Program Support <input type="checkbox"/> Basic Skills/Developmental <input type="checkbox"/> Transfer <input type="checkbox"/> Industry/Professional Dev <input type="checkbox"/> Enrichment | If a program requirement, specify the program(s) _____ _____ _____ | Please send syllabus for Transfer evaluation to: <input type="checkbox"/> EMU <input type="checkbox"/> UM _____ _____ _____ | Accepted for transfer: (attach documentation) <input checked="" type="checkbox"/> EMU _____ <input type="checkbox"/> UM _____ _____ _____ _____ |
|---|--|---|---|

| 9. Terms Course will be offered: | | Day | Eve | Even years only | Odd years only |
|--|--|-------------------------------------|-------------------------------------|--------------------------|--------------------------|
| Terms | Session Length (e.g. 15 weeks, 1 st 7½ weeks, etc.) | | | | |
| <input checked="" type="checkbox"/> Fall | _____ | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> Winter | _____ | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Spr/Summer | _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

B. MAJOR INSTRUCTIONAL UNITS A major instructional unit is a grouping of topics that naturally relate to one another. Add additional numbers as needed. (This section is unprotected so that you can cut and paste from other documents.)

1. Contemporary Issues in Law Enforcement
2. Contemporary Issues in Corrections
3. Contemporary Issues in Criminal Courts
4. Final Research Paper

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C. INSTRUCTIONAL OBJECTIVES

DIRECTIONS: Use student outcomes-based language. (Example: Upon visiting a gravel pit students will observe, analyze and describe in one page the weathering processes.) Units should match those listed in Section B.

(This section is unprotected. You may cut and paste from other documents as needed.)

Unit #1 Contemporary Issues in Law Enforcement

1. Student will identify contemporary events which impact on law enforcement through reading newspapers, anthologies and current periodicals.
2. Student will be able to analyze and explain how these events will impact law enforcement, anticipating positive and negative results.
3. Student will learn to critically read contemporary sources, and develop skills in:
 - a. differentiating between fact and opinion
 - b. recognizing and evaluating author bias and rhetoric
 - c. determine cause and effect relationships
 - d. determining the accuracy and completeness of information presented
 - e. recognizing logical fallacies and faulty reasoning
 - f. comparing and contrasting information and points of view
 - g. developing inferential skills
 - h. making judgment and drawing conclusions
4. Students will learn to resolve existing and potential problems through planning.

Unit #2 Contemporary Issues in Corrections

1. Student will identify contemporary events which impact on corrections through reading newspapers, anthologies and current periodicals.
2. Student will be able to analyze and explain how these events will effect corrections: anticipating positive and negative results.
3. Student will learn to critically read contemporary sources, and develop skills in:
 - a. differentiating between fact and opinion
 - b. recognizing and evaluating author bias and rhetoric
 - c. determine cause and effect relationships
 - d. determining the accuracy and completeness of information presented
 - e. recognizing logical fallacies and faulty reasoning
 - f. comparing and contrasting information and points of view
 - g. developing inferential skills
 - h. making judgment and drawing conclusions
4. Students will learn to resolve existing and potential problems through planning.

Unit #3 Contemporary Issues in Criminal Courts

1. Student will identify contemporary events which impact on criminal courts through reading newspapers, anthologies and current periodicals.
2. Student will be able to analyze and explain how these events will effect criminal courts: anticipating positive and negative results.
3. Student will learn to critically read contemporary sources.
4. Students will learn to resolve existing and potential problems through planning.

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Unit# 4 Final Research Paper

1. The student will become familiar with the research aids available in the LRC and other libraries.
2. The student will be expected to complete an in-depth research on a contemporary issue in the Criminal Justice area, which is of particular interest to the students.
3. The student will gain skills in reading, coordinating and organizing information from a variety of sources, in a logical and coherent manner.
4. The student will gain skills in evaluating and analyzing information, and appropriately using the information for instruction or persuasion.
5. The student will gain skills in effective written communication.

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D. INSTRUCTIONAL METHODS, EVALUATION CRITERIA, AND ASSESSMENT

1. Instructional Methods: (Check the appropriate boxes and describe as needed.)

| | |
|--|---|
| <input checked="" type="checkbox"/> Lecture/Discussion _____ | <input type="checkbox"/> Performances _____ |
| <input type="checkbox"/> Clinical Instruction _____ | <input type="checkbox"/> Group Critiques _____ |
| <input type="checkbox"/> Laboratory Assignments _____ | <input type="checkbox"/> Field Trips _____ |
| <input checked="" type="checkbox"/> Internet Assignments _____ | <input type="checkbox"/> Telecourse _____ |
| <input type="checkbox"/> Computer Simulations _____ | <input type="checkbox"/> ITV Course _____ |
| <input type="checkbox"/> On-Site Work Experience _____ | <input type="checkbox"/> Self-Paced Instruction _____ |
| <input type="checkbox"/> Team Assignments _____ | <input checked="" type="checkbox"/> Other Seminar _____ |
| <input type="checkbox"/> Demonstrations _____ | <input type="checkbox"/> Other _____ |

2. Evaluation Criteria:

| | |
|--|---|
| <input checked="" type="checkbox"/> Attendance _____ | <input type="checkbox"/> Quizzes _____ |
| <input checked="" type="checkbox"/> Class Discussion _____ | <input checked="" type="checkbox"/> Tests 2 Exams _____ |
| <input checked="" type="checkbox"/> Papers _____ | <input type="checkbox"/> Midterm _____ |
| <input type="checkbox"/> Portfolios _____ | <input type="checkbox"/> Final Exam _____ |
| <input type="checkbox"/> Projects _____ | <input checked="" type="checkbox"/> Presentations _____ |
| <input checked="" type="checkbox"/> Reports _____ | <input type="checkbox"/> Individual Performance _____ |
| <input type="checkbox"/> Clinical Assignments _____ | <input type="checkbox"/> Group/Team Performance _____ |
| <input type="checkbox"/> Home Work _____ | <input type="checkbox"/> Other _____ |

3. Assessment of Student Achievement: (Indicate methods that will be used for NCA mandated assessment of student academic achievement at the course and (if applicable) general education levels)

| | |
|---|--|
| <input type="checkbox"/> Departmental Exam _____ | <input type="checkbox"/> Pre-test/Post-test _____ |
| <input type="checkbox"/> Follow-on Tracking _____ | <input type="checkbox"/> Simulations _____ |
| <input type="checkbox"/> Standardized Test _____ | <input checked="" type="checkbox"/> Comprehensive Project Research Paper _____ |
| <input type="checkbox"/> Portfolio Assessment _____ | <input type="checkbox"/> Other _____ |

F. EQUIPMENT, FACILITIES, TEXTS, MATERIALS, AND SUPPLIES

1. Special Equipment/Facilities : (Check the appropriate boxes and describe as needed.)

| | |
|--|---|
| <input type="checkbox"/> Lab equipment _____ | <input type="checkbox"/> ITV Classroom _____ |
| <input type="checkbox"/> Computer Lab _____ | <input type="checkbox"/> Off-Campus Sites _____ |
| <input type="checkbox"/> CD ROM's _____ | <input type="checkbox"/> Testing Center _____ |
| <input type="checkbox"/> Data Projector/Screen _____ | <input type="checkbox"/> Other _____ |
| <input checked="" type="checkbox"/> VCR _____ | <input type="checkbox"/> Other _____ |
| <input checked="" type="checkbox"/> TV Monitor _____ | <input type="checkbox"/> Other _____ |

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2. Texts: (Please indicate if no text is required.)

Title: New Edition of: Annual Editions-Criminal Justice 03/04

Author: Editors: Joseph L. Victor and Joanne Naughton Copyright Yr: _____

Publisher: McGraw-Hill/ Dushkin Est. Cost: \$21.00

Title: _____

Author: _____ Copyright Yr: _____

Publisher: _____ Est. Cost: _____

Title: _____

Author: _____ Copyright Yr: _____

Publisher: _____ Est. Cost: _____

Title: _____

Author: _____ Copyright Yr: _____

Publisher: _____ Est. Cost: _____

Additional Texts:

3. Supplies and/or Uniforms students will have to Acquire: (e.g. calculators, uniforms, tools, etc.)

| Descriptions | Cost Estimates |
|--------------|----------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

4. Reference Materials that will be used: (e.g. journals, books, manuals, maps, LRC reserves, etc.)

| Title/Name | Location |
|------------|----------|
| _____ | _____ |
| _____ | _____ |

5. Computer Software that will be used:

| Title/Name | Location |
|------------|----------|
| _____ | _____ |
| _____ | _____ |

6. Audio/Visual Materials that will be used: (e.g. films, video tapes, slides, audio tapes, CDs, etc.)

| Title/Name | Location |
|------------|----------|
| _____ | _____ |
| _____ | _____ |